

**U.S. DEPARTMENT OF ENERGY
AND
NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA)**
Senior Executive Fellows
Administered by Kennedy School of Government at Harvard University

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| Objective: | <p>In today's world, senior executives need to be leaders as well as managers. But being a leader often means acquiring a new skill set. Functional expertise is overshadowed by the need to build coalitions, drive results and performance, and guide organizational change. The Senior Executive Fellows program provides you with practical, effective tools that can help you:</p> <ul style="list-style-type: none"> • Identify and analyze the challenges and opportunities facing your organization, and master them politically, as well as technically • Develop strategic plans of action using communication, negotiation, and coalition-building skills • Manage the tensions between long-term policy goals and short-term political pressures • Create an organizational environment that is responsive to change, but also true to its purpose and tradition |
| Eligibility: | The program focuses on skills associated with the Office of Personnel Management (OPM) executive core qualifications (ECQs) and is designed for federal government employees at the GS-14/GS-15 levels or equivalent. |
| Program Overview: | This program is designed to help senior executives develop integrated skills of strategy and leadership. It provides participants with effective tools needed to adopt a strategic leadership role that will enable them to look at issues from new perspectives and generate a wider range of possible solutions. |
| Components: | Through the case method, participants receive valuable training and practice in making decisions about real situations. Issues explored include cooperative versus competitive interactions with governmental agencies, political appointees, the media, as well as private sector organizations and individuals. You'll also have the opportunity to improve your leadership skills through problem-solving, simulations, role playing, group exercises, and team building experiences. |
| Cost: | A special tuition of \$14,400 has been negotiated for DOE employees. Tuition is the responsibility of the participant's organization, as are travel and per diem expenses. Tuition includes accommodations, most meals, and curricular materials. Travel costs will vary based on the participant's physical location. |
| Program Cycle: | Two sessions are currently accepting applications: February 23 to March 20, 2009; another session is scheduled for April 20 to May 15, 2009. Please be aware that the sessions fill up quickly. |

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| <p>Nomination Procedure:</p> <p>(Please note procedures are different for NNSA employees)</p> | <p>DOE Employees: Step 1: Each package must be coordinated through his or her training liaison/coordinator as well as your supervisor. Step 2: When coordinated and approved by your organization, complete a nomination package; it must include an application form (attached), a resume or curriculum vitae and typed responses to the essay questions. Step 3: For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in Course #001564, Session #0003 for the Feb 23-Mar 20, 2009 session; Course #001564, Session #0004 for the Apr 20 to May 15, 2009 session. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. Step 4: Submit nomination materials to Sandra Merrill, Career Development Specialist, HC-21 via email Sandra.merrill@hq.doe.gov or fax (505) 245-2113.</p> <p>NNSA Employees: Nomination procedures for NNSA employees are at http://scweb.na.gov/training/CareerDev.shtm. NNSA employees must follow these procedures and meet the NNSA specific timelines in order to be considered for this career development opportunity. Failure to follow these procedures may result in elimination. Applications received after the NNSA closing date will not be accepted.</p> |
| <p>Points of Contact:</p> | <p>DOE: Office of Human Capital Management Innovations and Solutions, Enterprise Training Services, Sandra Merrill, Career Development Specialist on (505) 245-2112 or via email sandra.merrill@hq.doe.gov; or Karen Lerma, Corporate Training Officer at (202) 631-9940 or via email karen.lerma@hq.doe.gov.</p> <p>NNSA: Patricia Patt, Career Development Specialist, NNSA Service Center, LCDD, (505) 845-4489 or via email ppatt@doeal.gov</p> |
| <p>Nomination Due Date:</p> | <p>Due Dates:</p> <p>DOE Applicants: December 5, 2008</p> <p>NNSA Applicants: October 10, 2008</p> |
| <p>Cancellation Policy:</p> | <p>If a selected candidate has to cancel, please contact your Program Coordinator immediately so that we can work with your organization to help find a substitute. If a substitute cannot be found and the cancellation is submitted less than two weeks prior to the start of the program, tuition must be paid in full.</p> |
| <p>Additional Information:</p> | <p>More detailed information on the program is available on the Harvard University's John F. Kennedy School of Government website: http://ksgexecprogram.harvard.edu/program/sef/Overview.aspx</p> |

APPLICATION FOR EXECUTIVE EDUCATION

Program Title Program Dates mm/dd/yy-mm/dd/yy

Applicant Name
Last/family name First/given name Middle initial

Job Title and/or Military Rank

Organization or agency

Division or office

Office address

City State/Province/Region

Postal code Country

Office telephone Office fax
If outside US, or Canada, please include country code, city codes for both.

E-mail address

NOTE: Please supply an e-mail address that you check regularly. All correspondence from us will be sent to this address.

Home address

City State/Province/Region

Postal code Country Home telephone

Please check the area which best describes your organization:

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|---------------------------------------|----------------------------|
| National / Central Government | Military |
| State / Provincial Government | Private / Corporate |
| Local / Municipal / County Government | Academic |
| Nonprofit / NGO | International Organization |

If a government official of any nationality, are you: elected appointed civil service

Citizenship

Gender: male female

Date of Birth: mm/dd/yyyy

Is English your first language? yes no*

If no, please rate your English language competency: fair good very good excellent

Have you ever attended a program at the Kennedy School? If so, which program(s) and when?

How did you hear about the program?

Received brochure in mail

Training officer or human resource office referral

Alumni referral (specify name of alumnus below)

Advertisement (specify publication below)

Searched internet (specify search engine below)

Colleague / Supervisor Referral

Met Kennedy School representative at conference (specify location below)

Other (specify details below)

NOTE: ALL APPLICANTS must submit a current resume or curriculum vitae AND answers to the three essay questions listed below. Your application will not be considered complete until all items are submitted. Please note that applicants to some program may be contacted after submitting their application and asked to provide a current professional reference.

Required Essay Questions

Please respond carefully and completely to the essay questions below. Our programs tend to have more applicants than can be accommodated, and the following questions are a key component in the selection process. Please limit your response to each of the essay questions below to 250 words.

1. At your current position, what are your specific duties and responsibilities? Describe the functions or services provided by your organization. Please list the number of employees in your organization, the number of employees under your direct supervision, the annual operating budget of your organization (if applicable), and what portion of the budget you are responsible for. If you are an elected official, please describe your committee assignments or size of jurisdiction.
2. Please describe the most significant strategic challenges in your work.
3. Please describe your immediate and long-term career goals. How will attending this program help you to achieve them?

Signature Date

JOHN F. KENNEDY
SCHOOL OF GOVERNMENT